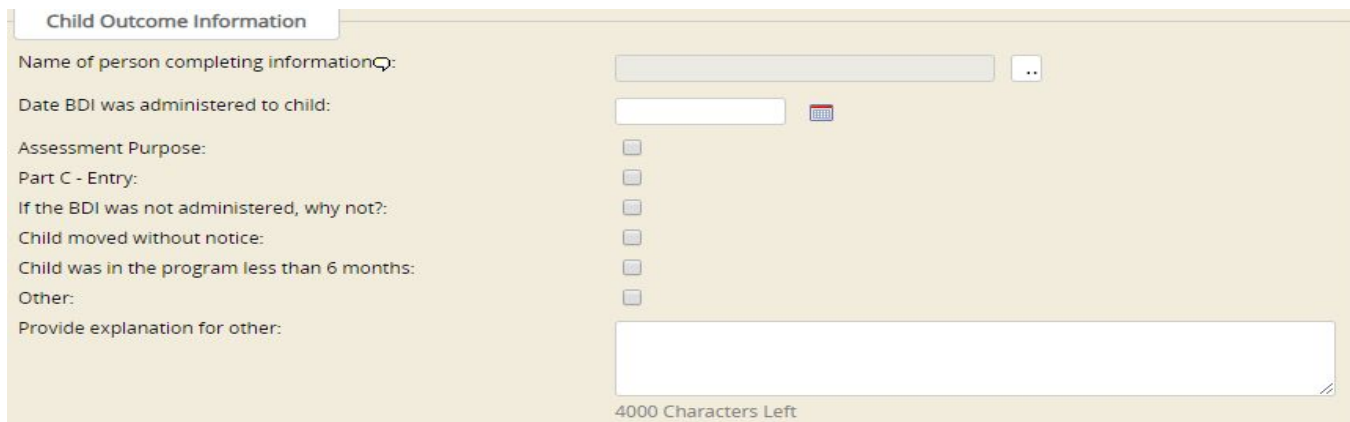


# Child Outcome Reporting Technical Assistance Guide

## Reporting Process:

Effective July 1, 2019 each Child Development Center (CDC) will complete information in both the Welligent system and the BDI-2 Data Manager. The ADT tab in Welligent within the Part B and Part C program is where the following information will be documented:



Child outcome information for entries will be entered into the Admissions Information tab and exits will be documented in the Discharge Information tab.

**As of July 1, 2019, regions will no longer be required to complete the Child Outcomes google form.** When completing the information in the BDI-2 Data Manager, *within the test information for the child*, all regions must indicate why they are completing the BDI-2 (i.e., Part C entry, Part C exit etc...) from the drop-down box when you click on Program Note and select Program note 2. (See screenshots below). This will allow the EIEP to pull the data from the BDI-2 and align that data with all children in Welligent to the reason for the BDI-2 score.




The Early Intervention and Education Program (EIEP) will complete a crosswalk of each of the SD scores to the table that aligns with the Child Outcome ratings. See the table on page 5. (This table was revised based on stakeholder input.) Only the BDI-2 is to be used for SD scores.

As of October 15, 2018, **all** BDI-2 scores shall be reported via the BDI-2 Data Manager. All regions were provided with login information, but if you have questions on the BDI-2 Data Manager, please contact one of the EIEP unit members for assistance.

**Please note:** BDI-2 scores need to be entered into the BDI-2 Data Manager unless they meet a certain time limit condition or circumstance (see below).

All children will have both entry and exit SD scores entered into the Data Manager with the exception of the following:

- *The region has lost contact with the family or the child stopped attending either Part C services or Part B/619 preschool and an exit BDI-2 was not able to be administered. In these cases, please select “Other” on the Welligent screen and provide a brief explanation for the question: “If the BDI was not administered, why not?”*
- *If a Part C child will be in the program less than six (6) months or is 2 years 7 months or older at Part C **entry**, you will enter the **appropriate** information into the Welligent system. You **must then** complete a BDI-2 for Part B entry within ninety (90) days of a child’s third birthday or upon thirty (30) business days of a signed Individual Education Program (IEP). *The child moved before a BDI-2 could be administered. In these cases, please select “Child moved without notice” on the Welligent screen to answer the question “If the BDI was not administered, why not?”**

**The BDI-2 measures 5 domains. One standardized assessment score will be entered into the google form for each developmental domain. The table below shows how these domains typically map to the three outcome areas.**

Outcome Area	BDI-2 Domains
A. Positive Social-Emotional Skills	Personal/Social
B. Acquisition and Use of Knowledge and Skills	Communication

	Cognition
C. Use of Appropriate Behaviors to Meet Needs	Adaptive Motor

The rating process will examine the SD scores of each domain area to arrive at a rating for each outcome area. This is the same Child Outcome process which is currently being used. The rating process will combine the Communication and Cognitive areas for Outcome Area B and will combine the Adaptive and Motor areas for Outcome C. All of the scoring will occur automatically.

### **BDI-2 Information-Frequently asked Questions:**

1. What is the reason for completing the Child Outcome reporting?
  - In 2005, the Office of Special Education Programs (OSEP) within the U.S. Department of Education began requiring all states to report on child outcomes. All states receiving either Part C or Part B/619 federal funding must report on the three (3) outcome areas. Child Outcome reporting provides information on the progress children made after receiving early intervention services and special education. This information is reviewed by federal lawmakers to make decisions on future funding for the programs. This information also assists states to look at areas of strengths and weaknesses to drive improvement strategies.
2. What is the difference when using the BDI-2 for eligibility and/or for progress monitoring?
  - The BDI-2 was chosen with stakeholder input as it can serve two purposes. It may be used to determine eligibility and also for reporting early childhood progress. This new process is to determine the skill levels of each child at entry to the program and then again at exit from the program. The progress of each child after receiving services is then reported to OSEP. **THE USE OF THE BDI ASSESSMENT FOR PROGRESS MONITORING IS NOT TO BE CONFUSED WITH THE USE OF THE BDI FOR ELIGIBILITY.**
3. Is permission required in order to administer the BDI-2 for progress monitoring?
  - No. When used for progress monitoring, parental permission is not required to administer the BDI-2. It is recommended; however, that parents are notified that the BDI-2 will be given to all students at entry and exit from either program.
4. Is administration of the entire BDI-2 required for progress monitoring?
  - Yes. Every child must be evaluated in all areas of the BDI-2 for progress monitoring.
5. How do we submit the BDI-2 information for each child?
  - Every region will enter entry and exit information into the Welligent system and the BDI-2 z-scores will be entered in the *Data Manager* for every child who has had a BDI-2 administered.
6. When should a BDI-2 be administered to a Part C child who is exiting prior to reaching maximum age for the program?
  - The BDI-2 shall be administered no earlier than forty-five (45) calendar days of exit from the program.

7. How long prior to a child's third (3<sup>rd</sup>) birthday, should progress monitoring be completed?
  - Entry/transition scores must be collected no more than ninety (90) calendar days prior to the child's third (3<sup>rd</sup>) birthday.
8. How long prior to exit of Part B/619 services should progress monitoring be completed?
  - Exit data must be completed by the end of the school year for all children transitioning to Kindergarten. The BDI-2 may be completed within forty-five (45) calendar days prior to the end of the school year. In order to capture the most progress, the CDC should assess the child as close to exit as possible. If a child turns six (6) during the school year, a Child Outcome exit should be completed for the child no more than 45 calendar days prior to the sixth (6th) birthday.
9. Do we complete the BDI-2 for entry for children that start Part B/619 services in the middle of the year knowing they will exit with less than six (6) months of services?
  - Yes. You will enter the information into Welligent and the Data Manager for Part B/619 entry and exit in this case. The SD scores will be retained by the EIEP for possible future reporting purposes but will not be used for federal reporting due to the child not receiving services for at least six (6) months. *If a child will be in Part B/619 less than three months, you will administer the BDI-2 to the child at entry only as the BDI-2 may not be administered more than once every three (3) months to a child.* You will complete information in Welligent for both entry and exit of the child. You will not enter anything into the Data Manager for the exit in this case.
10. What happens when a child leaves before an exit BDI-2 score may be completed?
  - If a child moves, parents revoke consent for services, or the CDC loses contact with the child. document in Welligent by checking the appropriate box for why a BDI-2 was not completed.
11. When does information need to be entered into Welligent and the Data Manager?
  - All child outcome information shall be entered into Welligent and the Data manager within thirty (30) business days of a signed Individualized Family Service Plan (IFSP) or the Individualized Education Program (IEP).
12. Will there be any training offered on administration of the BDI-2? What other specific information do we need to know about administering the BDI-2?
  - The EIEP provided training on administration of the BDI-2 in 2018 and 2019. The training was provided by a clinician from Houghton Mifflin Harcourt who publishes the BDI-2. We do not have any upcoming trainings scheduled at this time.
  - There is a new version of the BDI-2 called the BDI-2 Developmental Inventory-2nd Edition Normative Update (BDI-2 NU). You are encouraged to begin using the new version, but this is not a requirement. Please note that the BDI-2 NU requires a new instructor's manual but you are able to use current protocols. **The same BDI-2 must be administered to the child at both entry and exit.** Do not use the BDI-2 NU for exit if the old BDI-2 was used for entrance. The EIEP has provided all regions with the BDI-2 NU.
  - As provided during the BDI-2 training, it is essential to follow the instructor's manual when administering the BDI-2 to a child.
  - **You must use a new protocol with each administration of the BDI-2.** This is a strict requirement from Houghton Mifflin Harcourt. **Never copy blank protocols to use with other children.** The BDI-2 should not be administered less than three (3) months apart for the same child. To contain the costs of BDI-2 protocols, please do not utilize more than one (1) BDI-2 protocol per child at entry or exit. You must finish administering the BDI-2 to a child within a two (2) week timeframe; otherwise, you will need to redo the entire assessment.

- If you have a child that is Spanish speaking, the administrator of the BDI-2 must administer the BDI-2 in Spanish using the Spanish version of the BDI-2. Do not use a translator to administer the BDI-2. The EIEP is in the process of purchasing BDI-2 NU Spanish kits and protocols.
- Make sure you are selecting the procedure utilized for each test question (structured, observation or parent interview). *In order to utilize the observation procedure, the administrator of the test needs to have worked with the child for at least 10-15 hours.*
- The test may be administered over the course of two (2) weeks. However, if you are not able to complete the entire test in two (2) weeks, you will need to start over.
- The average time to administer the test to a child between the ages of two (2) and five (5) is ninety (90) minutes. The average time for a child under two (2) years of age is sixty (60) minutes.
- The EIEP is in the process of purchasing two (2) BDI-2 kits for every region. A survey was sent out requesting information on which regions required a Spanish version kit.

13. Do we document the BDI-2 scores within the IFSP or IEP?

- Yes. If the BDI-2 was completed as part of the eligibility process, the scores used for eligibility must be indicated on the Multidisciplinary Team Report (MDT). *If the BDI-2 was administered after the evaluation process, you will report the scores on the BDI-2 Data Manager.*

### **Child Outcomes Rating Chart**

The chart below is the Child Outcomes Rating Chart that was originally developed by the Early Childhood Outcomes (ECO) Center but was revised by the EIEP with stakeholder input to meet Wyoming evaluation results from the BDI-2. These ratings are then converted to Progress Categories. (Please see Progress Categories and Conversion Table starting on page 6)

	Child Outcome Form Ratings	Lower Bound (SD)	Upper Bound (SD)
Comparable to same age peers	7	-1.00	NA
	6	-1.30	-1.01
Below same age peers	5	-1.50	-1.31
	4	-1.76	-1.51
	3	-2.06	-1.77
	2	-2.33	-2.07
	1	NA	>- 2.33

### **COS Progress Categories**

**A-Percent of children who did not improve functioning**

<b>B-Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers</b>
<b>C-Percent of children who improved functioning to a level nearer to same-aged peers but did not reach it</b>
<b>D-Percent of children who improved functioning to reach a level comparable to same-aged peers</b>
<b>E-Percent of preschool children who maintained functioning at a level comparable to same-aged peers</b>

### **COS to Progress Category Conversion**

Entry Rating	Exit Rating	
7	7	E
7	6	E
7	1-to 5	B
6	7	E
6	6	E
6	1 to 5	B
5	6 or 7	D
5	5	B
5	1 to 4	B
4	6 to 7	D
4	5	C
4	4	B
4	1 to 3	B
3	6 or 7	D
3	4 or 5	C
3	3	B
3	1 or 2	B
2	6 or 7	D
2	3 to 5	C
2	2	B
2	1	B
1	6 or 7	D

1	2 to 5	C
1	1	B